

CHAPTER 4

COUNCILS AND COMMITTEES

0401. Discussion

a. Activity occupational safety and health (OSH) committees and councils provide opportunities for various groups and individuals to express multiple viewpoints and interests. Their purpose is to identify, define and assess OSH issues, problems and needs and recommend corrective measures. New or revised policies, procedures and practices may develop from these recommendations to improve the effectiveness of the Navy Occupational Safety and Health (NAVOSH) program.

b. OSH councils or committees have three basic functions:

(1) Create and maintain an active interest in OSH.

(2) Serve as a means of communications regarding OSH.

(3) To provide program assistance to commanding officers, including proposing policy and program objectives.

0402. OSH Councils, Committees and Total Quality Leadership Boards Ashore

a. The Federal Advisory Council on Occupational Safety and Health (FACOSH) acts in an advisory capacity to the Secretary of Labor to assist in carrying out his/her responsibilities. The Council consists of 15 members appointed by the Secretary and includes representatives of Federal agencies and labor organizations representing Federal employees. (Such labor organizations, for representation, require at least five members.) The Deputy Under Secretary of Defense (DUSD) Environmental Security (ES), assisted by the designated officials from each component service, represents Department of Defense (DoD) interests on this council. Navy units proposing items for review by the council must submit them through the Chief of Naval Operations (CNO)(N45).

b. Field Federal Safety and Health Councils exist in many metropolitan areas, functioning on a local level as FACOSH functions at a headquarters level. These councils consist of representatives of local area Federal agencies. The Navy supports these councils, and encourages local Navy officials to participate on local councils. The Navy shall support the operation of local councils by making available, where appropriate, facilities for meetings, speakers and the use of OSH educational resources (films, libraries, etc.).

c. DoD chose not to establish an OSH committee that conforms to the provisions of reference 4-1 at the national level. Instead, it established a Safety and Occupational Health Committee under the provisions of reference 4-2. DUSD (ES) staff chairs this Council, which includes representatives from all the military departments and major defense agencies. The Assistant Secretary of the Navy (Installations and Environment) (ASN(I&E)) and CNO (N45) represent the Navy.

d. Depending upon size, organization and mission, if considered necessary or desirable, major commands (headquarters level or regional level) may establish OSH councils composed of both military members and civilian employees.

e. At the activity level, the commanding officer, executive officer, or equivalent, shall establish and chair OSH councils. Commanding officers shall appoint members in writing, either by letter to an individual or by title or position, in a local instruction. Membership shall include civilian and military personnel representing key organizational elements at the activity, as well as safety and health professionals. Civilian employees shall be represented on the council. Many local labor-management agreements contain provisions on employee representation. The requirement for an OSH council can be met by any formally established activity management board or council that addresses OSH issues, even if it also addresses other issues, as long as such boards/councils meet the basic intent and criteria of this chapter.

(1) If the activity OSH manager attends routinely scheduled department head (staff) meetings or personally briefs the CO/XO on a recurring basis, where safety items can be discussed in a timely manner, only one formal annual meeting is required. Otherwise, the council shall meet annually or more frequently as needed. The activity OSH organization shall retain minutes on file for a minimum of 3 years.

(2) The council develops agendas and action items based on the nature of the activity, its scope of operations and its hazard or mishap experience. Subject matter discussed by the council will include OSH goals, OSH program improvement plans, mishap prevention experience, requirements and initiatives, compliance issues and hazard abatement. The OSH office shall develop proposed agendas and presentations for the council and ensure meetings are scheduled.

f. Activities with industrial or other hazardous operations may also organize additional OSH committees at the supervisory and/or shop level. When such sub-level committees are formed, activities shall make provisions for their communication with the activity OSH council. Activities may use process action teams (PATs) as alternatives to supervisory and non-supervisory OSH committees.

g. Installations with fewer than 100 employees are exempt from the requirements of this section. However, heads of such activities shall ensure an open line of communication exists for all employees on OSH matters, and use captain's calls, handouts, local newsletters and other methods, as appropriate, for communication.

0403. Federal Safety and Health Conferences

Attendance and participation, by Navy OSH personnel, in regional and national OSH conferences are strongly encouraged. Where commands sponsor regular OSH seminars or workshops, commanders or commanding officers should consider possible benefits derived from scheduling such meetings in conjunction with a regional Federal Safety and Health Conference.

0404. NAVOSH Quality Council

a. CNO (N45) established the NAVOSH Quality Council to promote NAVOSH Program strategic thinking and planning.

b. The council shall consist of representatives of CNO(N454) (chairperson), the fleet Commanders in Chief, the Bureau of Medicine and Surgery (both headquarters and field activities), the Systems Commands, the Naval Sea Systems Commands, the Naval Air Systems Command, the Naval Facilities Engineering Command, the Naval Supply Systems Command, Commander Military Sealift Command, the Chief of Naval Education and Training, and Commander, Naval Reserve Force as members. Representatives from the Naval Inspector General, President, Board of Inspection and Survey, the Navy Environmental Health Center,

the Naval Occupational Safety and Health Environmental Training Center and the Commander, Naval Safety Center will act as advisors to the council.

c. CNO (N45) tasked the NAVOSH Quality Council with the development, maintenance and implementation of the NAVOSH Strategic Plan.

d. The Council shall meet semi-annually at a location agreed upon by the membership.

Chapter 4

References

4-1. Executive Order 12196, Occupational Safety and Health Programs for Federal Employees (NOTAL)

4-2. DoD Instruction 6055.1 of 19 Aug 98, DOD Safety and Occupational Health Program (SOH) (NOTAL)